

TOWN OF VIENNA JULY 4TH FESTIVAL
SUNDAY - JULY 4, 2010
BOOTH APPLICATION
VIENNA COMMUNITY CENTER
120 CHERRY ST. SE
VIENNA, VA 22180
703-255-6360
www.viennava.gov

VCC USE ONLY:
Received: _____
1st confirmation sent: _____
2nd confirmation sent: _____
Amount: _____
Number of Spaces: _____

BOOTH NUMBER: _____

VENDOR TRADE NAME: _____

CONTACT NAME: _____

COMPLETE ADDRESS: _____

City State Zip

Phone (work): _____ (home) _____ (Cell) _____
Which number is the best to reach you on the day of the event: _____

Email address: _____

TYPE OF VENDOR
All Spaces are 10' x 10'

- Check one:
- ☐ **BUSINESS/COMMERCIAL - \$80**
Includes vendors who sell clothing, jewelry, craft items not made by vendor. Local Business in the greater Vienna area.
- ☐ **INDOOR ARTS AND CRAFTS - \$60**
Limited indoor spaces are available for vendors who make all of their own crafts from start to finish. One table and two chairs will be provided. **(All items are made by the vendor - 3 PHOTOS REQUIRED.) Set up for indoor vendors will be done between the hours of 8:00 a.m. - 10:00 a.m.**
- ☐ **OUTDOOR ARTS AND CRAFT VENDORS - \$40**
spaces are available for vendors who make all of their own crafts from start to finish. **All items are made by the vendor - 3 PHOTOS REQUIRED. Set up for outdoor vendors will be done between the hours of 8:00 a.m. - 10:45 a.m.**
- ☐ **NON PROFIT VENDORS - \$20** - Include political and community service groups excluding food.

Any Special accommodations needed: _____
NUMBER OF SPACES NEEDED: _____

DESCRIPTION OF PRODUCT OR SERVICE OFFERED

PLEASE BE SPECIFIC. WE RESERVE THE RIGHT TO REJECT PRODUCTS IF QUALITY NOT CONSISTENT WITH SHOW STANDARDS. HIGH QUALITY HAND CRAFTED ITEMS WILL BE GIVEN PRIORITY. **ONLY ITEMS LISTED BELOW MAY BE SOLD.**

BUSINESS/COMMERCIAL Distribution of souvenir type items such as buttons, balloons, free giveaways which people can carry home are permitted and these items must be listed below. Please keep paper literature to a minimum and only hand it if requested.
Commercial Craft Vendors please list all item to be sold Items not listed may be removed from the show:

INDOOR /OUTDOOR ARTS AND CRAFT VENDORS Please list all items to be sold, if items are not listed below you may be asked to remove them from the show: _____

NON PROFIT Distribution of souvenir type items such as buttons, balloons, free giveaways which people can carry home are permitted. Please keep paper literature to a minimum and only hand it if requested.
Please list items to be distributed : _____

**MAIL COMPLETED APPLICATION AND PAYMENT
(CHECKS MADE PAYABLE TO Town of Vienna):**
Vienna Community Center
Attn: Amy-Jo Hendrix
120 Cherry St. SE
Vienna, VA 22180

**TOWN OF VIENNA JULY 4TH CELEBRATION
BUSINESS/COMMERCIAL/ARTS AND CRAFTS/NON PROFIT
BOOTH VENDOR GENERAL INFORMATION
SHOW HOURS ARE 11:00 A.M. - 4:30 P.M.
NO RAINDATE**

DESCRIPTION:

- One day event.
- No rain date is available.
- Indoor/Outdoor spaces are 10 X10

APPLICATION AND CONTACT INFORMATION:

- Completed application with appropriate fees need to be submitted by June 15 to:
Vienna Community Center
Attn: Amy-Jo Hendrix
120 Cherry St. SE
Vienna, VA 22180
- Questions: Amy-Jo Hendrix at 703-255-6357 or ahendrix@viennava.gov

CONFIRMATION:

- Letter of confirmation will be issued by the Town and must be presented upon arrival.
- Letters will be sent out by June 16 with booth space numbers.

FEES:

- Fees range from \$20 - \$80. Please see attached application for details
- **FEES ARE TO BE MADE PAYABLE TO THE TOWN OF VIENNA by check or money order only.**

CANCELLATIONS:

- Fees will only be returned if the entire event is canceled.
- On the day of the event please call 703-255-6360 or 703-255-7842. We will update the lines by 7:00 a.m.

SET UP:

- Area opens for vendors at 8:00 a.m.
- Indoor Vendors - Use the Park St./Mill/Cherry Street entrance (directions below). A 6 or 8 foot table and two chairs will be made available. **Must set up between 8:00 a.m. - 10:00 a.m. Cars need to be removed from in front of the Community Center by 10:00 a.m.**
- Outdoor Vendors - Use the Park St/Community Center Parking entrance (directions below). All cars must be moved from the field by 10:50 a.m. except those that are in a space in which there car can be parked behind the booth. These spaces are limited.
- Outdoor Vendors must bring their own tables, tents and booth materials.
- Booths are to be placed behind the white line.

BREAK DOWN:

- The event ends at 4:30 p.m.
- All indoor and outdoor vendors must clear out by 6:00 p.m. in order for us to prepare for the evenings fireworks.

ELECTRICITY:

- None available.

SCHEDULE:

- 8:00 a.m. - Area opens for set up
- 10:45 a.m. - Vehicle access is stopped
- 11:00 a.m.- Celebration begins
- 4:30 p.m. - All booth sales stop and begin to break down
- 6:00 p.m. - All vendors must be cleared from the area

DIRECTIONS

VENDORS assigned to the OUTSIDE Craft Area-PLEASE BRING THIS LETTER.

Directions: From the Capitol Beltway take 66 west take the first exit VIENNA-NUTLEY. Go to the 4th traffic light turn right on RT. 123 MAPLE AVENUE. Go to the 5th traffic light turn right on PARK STREET after Whole Foods. Go 1/4 mile turn right into parking lot.

VENDORS assigned to the INSIDE Craft Area-PLEASE BRING THIS LETTER

Directions: From the Capitol Beltway take 66 west take the first exit VIENNA-NUTLEY. Go to the 4th traffic light turn right on RT. 123 MAPLE AVENUE. Go to the 5th traffic light turn right on PARK STREET after Whole Foods. Go past Community Center parking lot entrance and turn right on to Mill St/Cherry St after bike trail crossing. Turn Right into the parking lot go down and unload in front of the Community Center.